

Approved March 12, 2014

**Town Meeting Coordinating Committee
Minutes for Wednesday, February 26, 2014, 1:30 – 3:30 pm
Bangs Center, Glass Room**

Present: Peggy Roberts, Mary Streeter, Alan Powell, Nonny Burack, Melissa Perot, TracyLee Boutilier, Patricia Holland.

Peggy called the meeting to order at 1:40.

1. **Survey about how TM members inform themselves about issues:** The committee revised the draft survey and agreed it would be posted online as well as enclosed in the first TM packet. Replies can be made on-line or handed in at TM.
2. **Planning ahead for Annual Town Meeting events:**
 - **Flyer and sticker for first mailing due April 1:** We approved Mary's design after adding mention of the New Members Orientation. In the first packet we will include our survey; announcements of the warrant review, precinct meetings, and orientation; and Preparing for Town Meeting. In the second packet we will add our notice on running for TMCC and the notice about funds available to TM members for dependent care expenses.
 - **Warrant Review, Tuesday, April 8:** The in-house review will be March 24th, with the warrant signed a week later. The list of warrant articles is due March 3rd. Articles may drop off before the final warrant.
 - **Bus Tour, Sunday, April 27:** At the moment, the possible sites for a bus tour are the area to be rezoned around Atkins Farms, the Hawthorne house site, a barn on West St., the Saul property. Pat will reserve a bus, but with so few sites we may not have the tour.
 - **Precinct Meetings, April 22-26:** We reviewed and amended the draft of the announcement.
 - **Orientation, April 28:** Nonny called Barbara Ford to do the orientation. Peggy will reserve a room at the Middle School.
 - **Potential Forum Topics:** Melissa mentioned that a member of the Planning Board thought a forum about "pocket neighborhoods" would be useful. We agreed that this year our schedule was too tight given school vacations and religious holidays.
 - **Other Projects—glossary of terms used at Town Meeting:** The Town Meeting Handbook includes definitions of some town governance terms though not those used at TM. We considered Roberts' Rules of Order as a source, but TM does not use that system. To be continued.
 - **TMCC Election:** Peggy, Mary, Melissa, and Nonny are up for election. Peggy will contact the Town Clerk about the procedure.
3. **Town Election – Outreach to Candidates for Town Meeting:** Only Prec. 3 has a shortage of candidate. Nonny wants to create signs explaining how to do write-ins on the ballot. She will also write a letter to the Amherst Bulletin on write-ins and get it in by March 10th.
4. **How to File a Petition Article—revision suggestions:** TracyLee and Melissa will work on this.

5. **Meeting Schedule:** Our next meetings will be March 12th, 26th, April 9th, and 16th at 2:30.
6. **Minutes of 2/12/14:** We approved the minutes as amended.
7. **TMCC Website/Listserv Material:** Did not discuss.
8. **Topics the Chair did not reasonably anticipate 48 hours before:** Nonny praised Alan's color poster about the deadline to run for TM.

The meeting adjourned at 3:35 PM.

Submitted by Patricia Holland, Clerk.

Documents Distributed:

Agenda

Draft of TMCC minutes of 2/12/14

Draft of survey questions

Draft of Precinct Meetings announcement